



Instructions for Enrolling Employees in **Rlte Share**

Important: It is important that you wait for notification from the Department of Human Services that an employee is eligible for Rlte Share before you stop their payroll deduction, enroll them in your company's health insurance or take any other action related to their participation in Rlte Share.

In order to enroll your employees in Rlte Share, please follow the simple instructions below:

1. **The employee** applies for Rlte Share (they are actually applying for Medical Assistance) at the RI Department of Human Services if he/she is not already a Rlte Care/Medical Assistance member. Employees can call (401) 462-1300 (English) or (401) 462-1500 (Spanish) to request an application.
2. **The employee** will be notified if he/she is found eligible and instructed to visit your Human Resources Department.
3. **The Employer Contact Unit (ECU)** will send you a letter informing you of any employees that have become eligible for Rlte Share.
4. **The employee** will contact your Human Resources Department to enroll in your company's health insurance plan. They must do this within 14 days of receiving a letter confirming their eligibility for Rlte Share from the Employer Contact Unit. Per state law, the employee can enroll in Rlte Share outside of any applicable open enrollment periods [R.I.G.L. 40-8.4-12].

If the employee is already enrolled in your health insurance plan, you can fax verification of his/her enrollment to the Employer Contact Unit at (401) 462-6337.

5. **Your company** must send DHS a copy of the completed enrollment form so that we may enter the effective date of enrollment into our payment system and enroll your employee in Rlte Share. You can fax this information to the ECU at (401) 462-6337.
6. **The Employer Contact Unit** will send you verification that your employee has been enrolled in Rlte Share and that payment will be made for his/her share of the monthly premium prior to the month in which your premiums are due to your health insurance carrier.
7. **Your company** needs to inform the Employer Contact Unit of any changes in your Rlte Share employee's status with regard to employment, changes in access to health insurance benefits, etc.

If you have any questions about enrolling your employee(s) in the **Rlte Share** program, please call the DHS Employer Contact Unit at 401-462-0311. You can also e-mail questions to RlteShare@gw.dhs.state.ri.us